

TASK LISTING

1. CURRENT TITLE: _____
2. PROPOSED TITLE IF DIFFERENT: _____
3. MAJOR FUNCTION OF POSITION: _____

4. Description of duties to be performed: (List the duties first that will require the highest percentage of time. Group related duties together and give estimated percentage for each group).

[illegible]

5. List any machine, equipment, office appliances, or motor vehicles which might be used: _____
- _____
- _____
- _____

6. Identify by position title with whom frequent contacts might be made and purpose of contacts: _____

7. How are the majority of work assignments made:

- _____ Assigned by supervisor who instructs how to accomplish
_____ Assigned by supervisor and incumbent decides how to accomplish
_____ Incumbent will have responsibility for set of duties and will accomplish
_____ Incumbent will develop projects as needed and accomplish

8. What percentage of work will be reviewed: (Percentage should be determined based on level of responsibility as indicated in seven above) _____

9. The most serious thing that could result from an error in the performance of duties: _____

10. Incumbent will supervise the following employees

<u>NAME</u>	<u>TITLE</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

11. Describe the nature and extent of supervisory responsibilities: (Plan work, prepare budget, assign and review work, evaluate performance, initiate action to fill vacancies and select employees, approve use of vacation, sick leave and other leave)
